

IC 12-20-28

Chapter 28. Records and Reports

IC 12-20-28-1

Repealed

(Repealed by P.L.51-1996, SEC.77.)

IC 12-20-28-2

Repealed

(Repealed by P.L.51-1996, SEC.77.)

IC 12-20-28-3

Annual statistical report; statewide statistical report; filing

Sec. 3. (a) The definitions in this section apply to a report that is required to be filed under this section.

(b) As used in this section, "case contact" means any act of service in which a township employee has reason to enter a comment or narrative into the record of an application for township assistance under this article regardless of whether the applicant receives or does not receive township assistance funds.

(c) As used in this section, "total number of households containing township assistance recipients" means the sum to be determined by counting the total number of individuals who file an application for which assistance is granted. A household may be counted only once during a calendar year regardless of the number of times assistance is provided if the same individual makes the application for assistance.

(d) As used in this section, "total number of recipients" means the number of individuals who are members of a household that receives assistance on at least one (1) occasion during the calendar year. An individual may be counted only one (1) time during a calendar year regardless of the:

- (1) number of times assistance is provided; or
- (2) number of households in which the individual resides during a particular year.

(e) As used in this section, "total number of requests for assistance" means the number of times an individual or a household separately requests any type of township assistance.

(f) The township trustee shall file an annual statistical report on township housing, medical care, utility assistance, food assistance, burial assistance, food pantry assistance, services related to representative payee programs, services related to special nontraditional programs, and case management services with the state board of accounts. The township trustee shall provide a copy of the annual statistical report to the county auditor. The county auditor shall keep the copy of the report in the county auditor's office. Except as provided in subsection (k), the report must be made on a form provided by the state board of accounts. The report must contain the following information:

- (1) The total number of requests for assistance.

- (2) The total number of each of the following:
 - (A) Recipients of township assistance.
 - (B) Households containing recipients of township assistance.
 - (C) Case contacts made with or on behalf of:
 - (i) recipients of township assistance; or
 - (ii) members of a household receiving township assistance.
- (3) The total value of benefits provided to recipients of township assistance.
- (4) The total value of benefits provided through the efforts of township staff from sources other than township funds.
- (5) The total number of each of the following:
 - (A) Recipients of township assistance and households receiving utility assistance.
 - (B) Recipients assisted by township staff in receiving utility assistance from sources other than township funds.
- (6) The total value of benefits provided for the payment of utilities, including the value of benefits of utility assistance provided through the efforts of township staff from sources other than township funds.
- (7) The total number of each of the following:
 - (A) Recipients of township assistance and households receiving housing assistance.
 - (B) Recipients assisted by township staff in receiving housing assistance from sources other than township funds.
- (8) The total value of benefits provided for housing assistance, including the value of benefits of housing assistance provided through the efforts of township staff from sources other than township funds.
- (9) The total number of each of the following:
 - (A) Recipients of township assistance and households receiving food assistance.
 - (B) Recipients assisted by township staff in receiving food assistance from sources other than township funds.
- (10) The total value of food assistance provided, including the value of food assistance provided through the efforts of township staff from sources other than township funds.
- (11) The total number of each of the following:
 - (A) Recipients of township assistance and households provided health care.
 - (B) Recipients assisted by township staff in receiving health care assistance from sources other than township funds.
- (12) The total value of health care provided, including the value of health care assistance provided through the efforts of township staff from sources other than township funds.
- (13) The total number of funerals, burials, and cremations.
- (14) The total value of funerals, burials, and cremations, including the difference between the:
 - (A) actual value of the funerals, burials, and cremations; and
 - (B) amount paid by the township for the funerals, burials, and cremations.

- (15) The total of each of the following:
 - (A) Number of nights of emergency shelter provided to the homeless.
 - (B) Number of nights of emergency shelter provided to homeless individuals through the efforts of township staff from sources other than township funds.
 - (C) Value of the nights of emergency shelter provided to homeless individuals by the township and the value of the nights of emergency shelter provided through the efforts of the township staff from sources other than township funds.
- (16) The total of each of the following:
 - (A) Number of referrals of township assistance applicants to other programs.
 - (B) Value of the services provided by the township in making referrals to other programs.
- (17) The total number of training programs or job placements found for recipients of township assistance with the assistance of the township trustee.
- (18) The number of hours spent by recipients of township assistance at workfare.
- (19) The total value of the services provided by workfare to the township and other agencies.
- (20) The total amount of reimbursement for assistance received from:
 - (A) recipients;
 - (B) members of recipients' households; or
 - (C) recipients' estates;
- under IC 12-20-6-10, IC 12-20-27-1, or IC 12-20-27-1.5.
- (21) The total amount of reimbursement for assistance received from medical programs under IC 12-20-16-2(e).
- (22) The total of each of the following:
 - (A) Number of individuals assisted through a representative payee program.
 - (B) Amount of funds processed through the representative payee program that are not township funds.
- (23) The total of each of the following:
 - (A) Number of individuals assisted through special nontraditional programs provided through the township without the expenditure of township funds.
 - (B) Amount of funds used to provide the special nontraditional programs that are not township funds.
- (24) The total of each of the following:
 - (A) Number of hours an investigator of township assistance spends providing case management services to a recipient of township assistance or a member of a household receiving township assistance.
 - (B) Value of the case management services provided.
- (25) The total number of housing inspections performed by the township.

If the total number or value of any item required to be reported under

this subsection is zero (0), the township trustee shall include the notation "0" in the report where the total number or value is required to be reported.

(g) The state board of accounts shall compare and compile all data reported under subsection (f) into a statewide statistical report. The department shall summarize the data compiled by the state board of accounts that relate to the fixing of township budgets, levies, and tax rates and shall include the department's summary within the statewide statistical report prepared under this subsection. Before July 1 of each year, the state board of accounts shall file the statewide statistical report prepared under this subsection with the executive director of the legislative services agency in an electronic format under IC 5-14-6.

(h) The state board of accounts shall forward a copy of:

(1) each annual report forwarded to the board under subsection (f); and

(2) the statewide statistical report under subsection (g);
to the department and the division of family resources.

(i) The division of family resources shall include in the division's periodic reports made to the United States Department of Health and Human Services concerning the Temporary Assistance for Needy Families (TANF) and Supplemental Security Income (SSI) programs information forwarded to the division under subsection (h) concerning the total number of recipients of township assistance and the total dollar amount of benefits provided.

(j) The department may not approve the budget of a township trustee who fails to file an annual report under subsection (f) in the preceding calendar year.

(k) This section does not prevent the electronic transfer of data required to be reported under IC 12-2-1-40 (before its repeal) or this section if the following conditions are met:

(1) The method of reporting is acceptable to both the township trustee reporting the information and the governmental entity to which the information is reported.

(2) A written copy of information reported by electronic transfer is on file with the township trustee reporting information by electronic means.

(l) The information required to be reported by the township trustee under this section shall be maintained by the township trustee in accordance with IC 5-15-6.

As added by P.L. 2-1992, SEC.14. Amended by P.L. 51-1996, SEC.73; P.L. 90-2002, SEC.364; P.L. 262-2003, SEC.7; P.L. 28-2004, SEC.111; P.L. 73-2005, SEC.152 and P.L. 73-2005, SEC.153; P.L. 180-2005, SEC.6; P.L. 145-2006, SEC.122; P.L. 1-2009, SEC.106.